

**Minutes of Meeting  
Grafton Planning Board  
July 26, 2010**

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GRAFTON, MA.

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A regular meeting of the Grafton Planning Board was held on Monday, July 26, 2010 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Bruce W. Spinney III, Vice-Chairman Robert Hassinger, Clerk Stephen Qualey, Heath Christensen, and David Robbins. Staff Present were Town Planner Stephen Bishop and Assistant Planner Ann Morgan.

Chairman Spinney called the meeting to order at 7:00 p.m.

**ACTION ITEM 1-A – REQUEST FOR PLANNING BOARD DETERMINATION FOR MINOR MODIFICATION TO THE “BROOKMEADOW VILLAGE” DEFINITIVE PLAN – NORMAND GAMACHE, GUERRIERE & HALNON, INC., PETITIONER**

The Board reviewed the new plan including temporary cul-de-sacs for Brookmeadow Lane and Klondike Road. Mr. Bishop informed the Board that all systems would be complete under such plan with the exception of final paving top coat and berms.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Christensen, to determine the changes as a Minor Modification to the Definitive Plan. **MOTION** carried unanimously 5 to 0.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Christensen, to grant the Minor Modification to the Definitive Plan. **MOTION** carried unanimously 5 to 0.

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**MINUTES OF PREVIOUS MEETINGS**

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Qualey to approve the open session minutes of July 12, 2010, as drafted. **MOTION** carried unanimously 5 to 0.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Qualey to approve the Executive Session minutes of June 14, 2010, as drafted. **MOTION** carried unanimously 5 to 0.

**STAFF REPORT**

**ASSOCIATE MEMBER** - Mr. Bishop updated the Board on the open Associate Member position and informed them that the appointment would be on the agenda for the Selectmen's Meeting on Tuesday, August 3, 2010. He noted that a quorum of both Boards was required to be present that night in order to make the joint appointment.

**“CORTLAND MANOR” SUBDIVISION UPDATE** - Mr. Bishop updated the Board on the progress of the defaulted subdivisions. He noted that road work continues in the subdivision including the paving of Autumn Harvest Court, White Birch Lane and two common driveways. Outstanding punch list items are expected to be complete by September 2010.

**“WOODS AT STONEGATE” SUBDIVISION UPDATE** - Work is to commence by R.H. Hammond on July 29, 2010. The goal for this subdivision is to have it completed this fall and move towards Town Meeting acceptance within the year.

**“OAKMONT FARMS” SUBDIVISION UPDATE** - There has been no notice of the receipt of settlement funds for Oakmont Farms, and Mr. Bishop will continue to monitor any progress.

Mr. Bishop hopes to have the three subdivisions completed by the fall, with a remote possibility that they will be ready for road acceptance at October Town Meeting. A more likely scenario, especially for Cortland Manor, would be road acceptance at Town Meeting in May, 2011 due to the Town's procedures regarding performance checks after a full winter season to ensure the viability of the infrastructure, and more specifically the roadways, before it is accepted by the Town.

**EPA GRANT/ENVIRONMENTAL CLEAN UP/FISHERVILLE MILL SITE** - Mr. Bishop updated the Board on the receipt of \$671,000 grant from EPA, which is a demonstration grant to perform ecologically responsible methods of clean-up at the Fisherville site. He will meet with property owner, Mr. Gene Bernat, and the Town Administrator on July 28, 2010 to determine the best protocol for managing these funds since the Town does not have a DPW Director or Town Engineer who are familiar or experienced in such matters. There is innovative technology available for treating stormwater. Focusing on the effects of this discharge on the Blackstone River will be the next and final step in the clean-up process of the site.

Mr. Hassinger questioned the Town's level of participation in the actual clean-up, and whether there are vendors to do the work for us. Mr. Bishop mentioned two companies that have developed these technologies, and said they would be directly involved in the process. The new technology will allow more aggressive clean-up with less human oversight. One of the last processes will be to dredge the canal south of Main Street.

Mr. Bishop is hopeful that the oil, which is the last major contaminant, will soon be addressed through eco-machine technology. He suggested that an educational opportunity to inform the public of the cleanup efforts for the canal can be incorporated into the new Park proposed for the south side of the site. This could be accomplished through interpretive signage.

Mr. Bishop noted that over the past 4 years the Town has succeeded in securing approximately two million dollars in public funds for clean-up and revitalization of the site.

**FEMA/DRAFT DIGITAL INSURANCE RATE MAPS (DFIRM)** - The Board discussed a letter sent from FEMA to the Town regarding the preliminary revised DIRM flood maps. Mr. Bishop informed the Board that Grafton's revised maps have been approved, and that any new delineation of the 100-year flood plain would only affect the Blackstone River down to Northbridge. He noted that some of the map information may not reflect accurate changes resulting from the breach of the dam at the Waskanut / Farnumsville Mill site.

**CORRESPONDENCE**

None.

**SITE PLAN 2010-6 PAUL & LINDA GENTILOTTI (APPLICANTS/OWNERS)**

Mr. Qualey read the legal notice and Chairman Spinney opened the public hearing.

Present to discuss their petition with the Board were Mr. Paul Gentilotti and Mrs. Linda Gentilotti, of 7 Silver Spruce Drive, Grafton.

Mr. Hassinger summarized that Mr. and Mrs. Gentilotti constructed an accessory apartment in the basement of their home at 7 Silver Spruce Drive without applying for any of the necessary permits. The Board discussed that the work was completed by the homeowner despite his acknowledgement of needing required building permits and inspections. Mr. Qualey expressed concern that, without the required inspections, the work completed may not meet current building code requirements. Mr. Hassinger noted that granting special permits for accessory apartments are typically conditioned to the exclusive use by a family member. Mr. Gentilotti stated that he would agree to such a condition and that the apartment was used by several family members after it was built. Mr. Hassinger expressed concern that, if granted to Mr. and Mrs. Gentilotti, the Special Permit would not carry to any new owner and the apartment would become an illegal use upon sale of the property. He also stated that he would like to confer with Robert Berger, Inspector of Buildings, before making a determination. Mr. Spinney expressed concern that a precedent would be set if the Board approves the use of an accessory apartment built after the fact.

**MOTION** by Hassinger, **SECOND** by Qualey, to grant the applicant's stated request to continue the public hearing to August 9, 2010 at 7:30 p.m. in Conference Room A. **MOTION** carried unanimously 5 to 0.

**SITE PLAN 2010-1 GRAFTON SCHOOL BUILDING COMMITTEE (RICHARD MCCARTHY, CHAIR) APPLICANT – TOWN OF GRAFTON, OWNER – NEW HIGH SCHOOL – 30 PROVIDENCE ROAD**

Chairman Spinney re-opened the public hearing continued from July 12, 2010.

Present for the hearing were Daniel Ruiz, Philip Poinelli, Nalan Senol Cabi and Manuel Holland of Symmes, Maini & McKee Associates (SMMA); Michael Desmond of Bryant Associates; Richard McCarthy, Chair of the Grafton Secondary School Building Committee; Tom Murphy of Joslin Lesser Associates; and Peter Adams of the Board of Selectmen.

Mr. Poinelli stated that there was insufficient time to comment on concerns raised by Graves Engineering. Regarding the signalization of the intersection of Providence Road and Brigham Hill Road, both Mass Department of Transportation (DOT) and Bryant Associates agree that additional traffic counts need to be completed to warrant a signal at the intersection. Mr. Desmond recommended a new study during September when school is in session in order to achieve accurate school day numbers. Mr. McCarthy noted that the Secondary School Building Committee (SSBC) has committed to undertake the study and find funding for any required traffic signal, either from the project budget or outside funding. Mr. Desmond is confident that, upon review, Mass DOT will authorize installation of a traffic signal. There is no indication that Mass DOT might suggest alternative improvements to the intersection, such as additional lanes or widening of the road. Mr. Hassinger asked for clarification on how "trip generation" calculations rather than actual counts affect the outcome of the traffic study. Mr. Desmond agreed to provide those calculations to the Board.

Mr. Poinelli updated the Board as to review by Police and Fire Departments of the current site and building plans, including a review of fire apparatus and its ability to service the new building. The meeting report has been forwarded to the Police Chief and the Fire Chief, and Fire Chief Michael Gauthier has indicated that a third-party reviewer would check the drawings.

Mr. Poinelli unveiled an updated plan for parking and snow removal, showing the relocation of a row of treed islands from the high school parking lot in order to facilitate removal and storage of snow. New plans for curbing, lighting, snow removal and storage are all detailed in the meeting report dated July 22, 2010. The new plans allow for eight (8) handicapped spaces including one (1) that is van accessible at the new high school, and four (4) handicapped spaces including one (1) that is van accessible at the old high school. The location of these spaces will be as close to the front doors of the respective buildings as possible.

Mr. Qualey read an email received from Scott Ricker to the Board regarding the calculations and methodology used for determining the number of handicapped spaces. Mr. Hassinger asked if the calculations were based on the total number parking spaces provided or were the calculations based on the number of spaces required in the zoning by-law. Mr. Poinelli stated that their work was based on the latter but that the parking plan is in conformance with the law. Mr. Hassinger asked if the Commission on Disability had submitted review comments on the project. Mr. Bishop stated that it had not.

Mr. Desmond informed the Board that left turn lane sketches for Providence Road at the entrance of the High School have been sent to Mass DOT for informal review, and they are awaiting comment.

Mr. Hassinger asked about how the trip generation for the Municipal Center was calculated. Mr. Desmond from Bryant Associates noted that they had not developed a trip generation study for the Municipal Center as the whole site was evaluated and those numbers were reflected in the whole current study. Mr. Hassinger stated that he wanted the consultants to evaluate the Municipal Center separately based on both an office and a retail scenario. Mr. Poinelli noted that they would provide that information.

Mr. Spinney asked about the plan for cleaning the stormceptors. Mr. Poinelli noted that this topic was discussed at the meeting with DPW and that the Town has two options: to hire a company to clean them annually for a fee of approximately \$4,000 or for the Town to invest in the equipment to clean not only those at the new High School but other stormceptors located throughout Town. The vacuum truck required to service the stormceptors costs approximately \$150,000.

Mr. Bishop summarized the remaining outstanding issues of concern to the Board being the Grafton Fire Department review, a response expected from Graves Engineering based on the most recent submission, and an update of the numbers in the traffic impact study for the intersection of Brigham Hill Road and Providence Road.

Mr. Hassinger requested that the Board receive a letter from the DPW stating their support of the meeting report, as well as correspondence from the Fire Department that the project is acceptable.

Mr. Hassinger questioned the design and specifications for the proposed auditorium and specifically for the fly loft for which the height waiver is partially being sought. Mr. McCarthy noted that they had consulted with Megan Patrick, a stage design consultant, and this is what she recommended. Mr. Hassinger expressed his concerns about potential inadequacies in the design and layout of the stage and the need for such a high fly loft particularly in light of fire safety.

Mr. Peter Adams questioned the location and layout of the raised walkway as it relates to plowing. Also, with the reconfiguration of the parking at the Municipal Center, Mr. Adams questioned the location of the handicapped spaces. Mr. Poinelli noted that these issues had been addressed in the meeting held with the DPW and the plan was revised based on the recommendations of the Town's staff. Mr. Adams asked if the new parking and circulation pattern for the Municipal Center would necessitate the elimination of the existing handicapped parking space currently located behind the vault which juts into the current parking lot. Mr.

Desmond noted that they would look into it but the likely answer was yes, the space would have to be relocated.

Mr. McCarthy suggested closing the public hearing pending receipt of approval from DPW, Fire Department and Graves Engineering. Several members of the Board were concerned about closing the hearing in advance of receiving all documentation as it puts the project in jeopardy in the event that there are still unresolved issues which could not be discussed if the hearing were closed. Mr. McCarthy also voiced concerns about putting up a construction barrier fence before being granted site plan approval from the Planning Board. Mr. Spinney noted that the issue of construction fencing, which is considered temporary fencing, should be discussed with the Building Inspector and possibly the Board of Selectmen.

Mr. McCarthy requested a continuation of the public hearing to August 9, 2010 at 7:30 p.m. **MOTION** by Hassinger, **SECOND** by Qualey, to grant the applicant's stated request to continue the public hearing to August 9, 2010 at 7:30 p.m. in Conference Room A. **MOTION** carried unanimously 5 to 0.

**MOTION** made by Mr. Hassinger, **SECOND** by Mr. Christensen to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 8:54 p.m.

### **EXHIBITS**

- Correspondence Guerriere & Halnon, Normand T. Gamache, Jr. re: Brookmeadow Village Phase 4 and 5 – Updated on Disposition of Open Space Parcels, 2 pages, dated and received July 21, 2010. Includes the following attachment:
  - Plan Set, 11" x 17", Phase 4 and 5 Phasing Plan, Brookmeadow Village, prepared by Guerriere & Halnon, Inc., 2 sheets, dated July 21, 2010.
- Draft Meeting Minutes, Grafton Planning Board, July 12, 2010, 7 pages.
- Draft Meeting Minutes, Grafton Planning Board, Confidential Executive Session, June 14, 2010, 2 pages.
- **Special Permit & Site Plan Approval (SP 2010-6) Application materials consisting of the following:**
  - Application for a Special Permit
  - Application for Site Plan Approval
  - Correspondence, project description, dated June 7, 2010, 2 pages.



- Site Plan, 8 ½" x 11", entitled "Site Plan – Lot 26, Highfields of Grafton, MA", prepared by Mark Santora, showing snow and drainage easements, 1 page.
- Site Plan, 8 ½" x 11", entitled "Foundation As-Built Plan – Lot 26, Highfields of Grafton, MA", prepared by Mark Santora, dated September 23, 2002, 1 page.
- Site Plan, 8 ½" x 11", showing various easements and lot set backs for Silver Spruce Drive, no title, no author reference, 1 page.
- Apartment floor plan for 994 square feet, hand drawn, 11" x 17", 1 page.
- Correspondence from Town of Grafton Building Inspector to Paul & Linda Gentilotti re: Finished Basement with 2<sup>nd</sup> kitchen without permits, dated May 14, 2010, received May 17, 2010, 3 pages.
- Email correspondence and Residential Property Record Card for 7 Silver Spruce Drive, received from the Town of Grafton Board of Assessors, dated May 13, 2010, 2 pages.
- **Site Plan Approval Application 2010-2, New Grafton High School, materials including:**
  - Correspondence from Graves Engineering, Inc., "New Grafton High School Site Plan Review", 6 pages, dated July 12, 2010, received July 15, 2010.
  - Email Correspondence from the Town of Grafton Department of Public Works, dated July 16 and received July 19, 2010, 1 page.
  - Correspondence from SMMA, "New Grafton High School, Response to Site Plan Review Comments", 4 pages, dated July 19, 2010, received July 20, 2010.
  - Correspondence from SMMA, "Project Presentation Meeting with Fire and Police Chiefs", 3 pages, dated May 24, 2010, received July 20, 2010.
  - Memorandum from Bryant Associates to SMMA, "Potential Brigham Hill Road Traffic Signal", 2 pages, dated July 14, 2010, received July 20, 2010.
  - Email Correspondence to the Grafton Planning Board from Scott Ricker regarding parking spaces and handicap accessibility, 1 page, dated July 22, 2010, received July 23, 2010.
  - Correspondence from SMMA, "DPW Site Design Meeting", 2 pages, dated July 22, 2010, received July 23, 2010.
  - Correspondence from SMMA, "New Grafton High School, Response to Engineering Review Comments", 4 pages, dated July 23, 2010, received July 26, 2010.
  - "Proposed Hydrology", Prepared by SMMA, 67 pages, dated July 23, 2010, received July 26, 2010.
  - "Closed Drainage System Calculations", prepared by SMMA, 4 pages (11" x 17"), dated July 23, 2010, received July 26, 2010.
  - "Notice of Intent Site Plan Review", plan set, 46" x 40", prepared by SMMA, dated May 14, 2010, revised July 6, and July 23, 2010, 17 sheets consisting of the following sheets:
    - C1.00 – Locus & Index
    - C2.01 – Site Preparation Plan 1 – Phase 1

- C2.02 – Site Preparation Plan 2 – Phase 1
  - C4.01 – Grading & Utilities Plan 1
  - C4.02 – Grading & Utilities Plan 2
  - C6.01 – Details 1
  - C6.05 – Details 5
- Memorandum from the Town of Grafton Fire Department, “New Grafton Memorial Senior High School”, 1 page, dated and received July 26, 2010.

  
Stephen Qualey, Clerk